



**CITY OF LOS ANGELES  
VENDOR SELF SERVICE  
VENDOR OUTREACH**

**October 12, 2017**



# Agenda



1. Introductions / Overview on FMS 2.0
2. What is Vendor Self Service?
3. How do I create an Account?
4. What can I do in VSS?
5. VSS Recap
6. Q&A

# Introductions/Overview on FMS 2.0



- **Financial Management System (FMS) 2.0 was launched in July of 2017**
  - Electronic submission of invoicing information from vendors
  - Vendor Self Service (“VSS”) module



# What is Vendor Self Service?



- City of Los Angeles' new Vendor Self Service website will allow you to:
  - ✓ Create a personal account for your organization
  - ✓ Manage your organization's information (addresses, contacts)
  - ✓ Monitor contract amounts & payments
  - ✓ Submit invoices online
  - ✓ View the up-to-date status of your invoice

# Vendor Self Service

What this means for you



## Better Control

- ✓ See your account information and make quick & easy updates

## More Information

- ✓ View the up-to-date amounts & statuses of your contracts, payments, and invoices anytime

## Efficient Invoicing

- ✓ Submit invoices online using simple, step by step pages
- ✓ Track the status of your invoices
  - See when it's been received, approved, and paid

**How do I  
create an  
account?**



# Three easy steps:

1. Provide Contact Information
2. Receive an Activation Code
3. Create your Account



# City of Los Angeles Vendor Self Service Website



The City of Los Angeles Vendor Self Service allows you, as a payee/vendor, to manage your own account information, view your financial transactions and much more. Please disable your pop-up blocker in order to access all parts of the site.

If you currently have contracts with the City and have received an activation code, click "Register" to activate your account. If you have not received a code, click Request Activation.

If you are new to working with the City, or have not done business with the City for more than five years, click "New Registration" to create an account.

Login

[Password Reset](#)

New to working with the City?



Click [New Registration](#) to create an account that will allow you to submit online bids.

New Registration

Don't have an account?



Click [Public Access](#) to view business opportunities without logging in.

Public Access

Already working with the City, but don't have a Login?



Click [Request Activation](#) for instructions on how to receive an activation code for your Vendor

Request Activation



# Step 1: Search Your Vendor Account



- Click the “VSS GUIDES” tab on the homepage

<https://lavss.lacity.org/>

A screenshot of the L.A. Vendor Self Service (LAVSS) homepage. The page features a dark blue header with the "LOS ANGELES" logo and a navigation menu with tabs for "HOME", "QUICK TIPS", "CONTACT US", "VSS GUIDES" (highlighted with a red box), and "VSS VIDEO TUTORIALS". The main content area has a blue background with a white image of the Los Angeles City Hall on the left. Text on the right explains the service and provides instructions for account activation. Below the text are two white input fields for "Username" and "Password", an orange "Login" button, and a "Password Reset" link.

LOS ANGELES 311

**LAVSS** Los Angeles Vendor Self Service HOME QUICK TIPS CONTACT US **VSS GUIDES** VSS VIDEO TUTORIALS

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Username

Password

Login

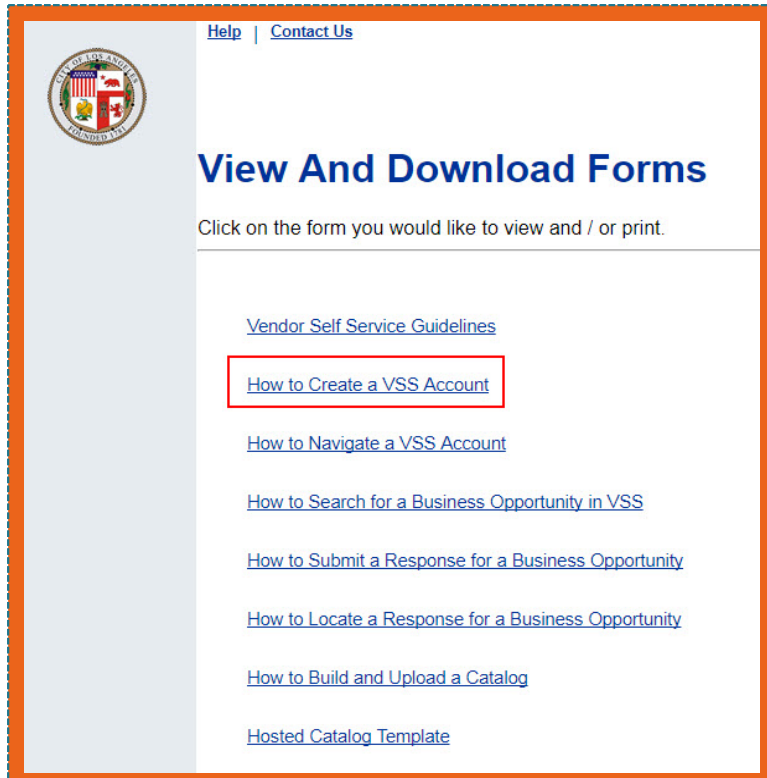
[Password Reset](#)

# Step 1: Search Your Vendor Account



- Instructional Guide on How to Create a VSS Account

<https://lavss.lacity.org/>



The screenshot shows the "View And Download Forms" page on the LAVSS website. At the top left is the City of Los Angeles logo. To its right are links for "Help" and "Contact Us". The main heading is "View And Download Forms". Below this is the instruction: "Click on the form you would like to view and / or print." A list of links follows: "Vendor Self Service Guidelines", "How to Create a VSS Account" (highlighted with a red box), "How to Navigate a VSS Account", "How to Search for a Business Opportunity in VSS", "How to Submit a Response for a Business Opportunity", "How to Locate a Response for a Business Opportunity", "How to Build and Upload a Catalog", and "Hosted Catalog Template".



LAVSS

## How to Create a VSS Account

This guide covers the following topics:

- [Creating a New VSS Account](#)
  - [If Your Vendor Account is Already Registered...](#)
  - [If Your Vendor Account Has Not Been Registered...](#)
  - [If Your Vendor Account Has Not Been Found...](#)

### 1 Creating a New VSS Account

This guide outlines how to create an account on the Los Angeles Vendor Self-Service (VSS) web application. An account is required to respond to posted solicitations.

Once an account is created, a vendor can also update contact information, view orders, and submit electronic invoices.

Note: If you have received an activation email from the City, skip to step 3 of the [If Your Vendor Account Has Not Been Registered...](#) section of this guide.

To create a VSS account:

Step 1: On the VSS Homepage ([lavss.lacity.org](https://lavss.lacity.org/)), click New Registration.





# Step 1: Search Your Vendor Account



- New Registration Button

<https://lavss.lacity.org/>

LOS ANGELES

**LAVSS** | Los Angeles Vendor Self Service | HOME | QUICK TIPS | CONTACT US | VSS GUIDES

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Username

Password

Login

Password Reset

New to working with the City? → Click [New Registration](#) to create an account that will allow you to submit online bids.

Don't have an account? → Click [Public Access](#) to view business opportunities without logging in.

Already working with the City, but don't have a Login? → Click [Request Activation](#) for instructions on how to receive an activation code for your Vendor Self Service account.

New Registration

Public Access

Request Activation

Click here



# Step 1: Search Your Vendor Account



## • Search for Your Vendor Record

<https://lavss.lacity.org/>

[Privacy Report](#) | [Contact Us](#)

### Search for an Existing Account

[Cancel Registration](#) [Back](#)

To register your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

#### ▼ Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number  OR Legal Business Name

[Search](#)

OR

#### ▼ Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name  AND Last 4 digits of SSN

[Search](#)

[Cancel Registration](#) [Back](#)

#### Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.  
If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.



# Step 1.1: Provide Contact Information



- Account Has Not Been Registered

<https://lavss.lacity.org/>



**LA**VSS

## B. If Your Vendor Account Has Not Been Registered

**Step 1:** If your vendor code was listed in the results *No*, then an activation code must be provided for your account. Click the **Contact the City to request an Activation Code** link.

Registered?

- No** → [Contact the City to request an Activation Code](#)
- No [Contact the City to request an Activation Code](#)
- No [Contact the City to request an Activation Code](#)
- No [Contact the City to request an Activation Code](#)
- No [Contact the City to request an Activation Code](#)
- No [Contact the City to request an Activation Code](#)

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Registered?
0000000000	0000000000		No <a href="#">Contact the City to request an Activation Code</a>
0000000000	ABC COMPANY, INC.		No <a href="#">Contact the City to request an Activation Code</a>
0000000000	000000		No <a href="#">Contact the City to request an Activation Code</a>
0000000000	ABC COMPANY		No <a href="#">Contact the City to request an Activation Code</a>

**Step 2:** On the Request an Activation Code page, fill out the name, email address, and phone number fields. This information will be sent to the City so that they can review the request and send an activation code via email.

Los Angeles

Welcome, New

[View Frequently Asked Questions](#)

### Request an Activation Code

Fill in the form below to request an activation code from the City. You will receive an activation code to the email provided below in 1-2 business days.

Vendor Code:

Legal Name:

Contact Name:

Contact Email Address:

Contact Phone Number:



# What if My Account is Already Registered?



- Vendor Account is Already Registered



## A. If Your Vendor Account is Already Registered...

**Step 1:** If your vendor code was listed in the results, and the **Registered?** column says **Yes**, this means that someone within your organization has already created an account in VSS. Registration can only be completed once for each organization. However, the person within your organization who is the administrator for your VSS account can create additional users. Click the **Contact Your Administrator** link to confirm who is the administrator for the account within your organization. Contact that person to request access.

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Registered?	
400000000	ONE-ND TEST		Yes	<a href="#">Contact your Administrator</a>
400000000	ONE-ND TEST		Yes	<a href="#">Contact your Administrator</a>

# Step 2: Receive Activation Code



- Follow the instructions in the email

To: Vendor 123  
Cc:  
Subject: ADVMAIL: VSS Activation Password Email Notification

Dear Vendor 123,

Congratulations! You are eligible to create a vendor self-service account on the City of Los Angeles' Vendor Self Service website for vendors to view and maintain account information, view financial records, submit electronic invoices, and upload purchasing catalogs. We'll also be adding additional features throughout the course of the year, which will allow you to enter bank account information for payments issued via Electronic Funds Transfer (EFT).

To activate your account, please click the link below:  
<http://lavss.lacity.org/123123123123123123>

If you are unable to click the link above, please copy and paste it into your web browser's address bar. For best results, open using Internet Explorer or Mozilla Firefox.

In VSS, click "Register". You will then be asked to enter the case sensitive account verification password provided below. Please copy and paste the complete string of password below into the Vendor Verification Password field on the Account Verification page in VSS.

Your verification password is:  
< YOUR PASSWORD HERE >

Once you have entered this, you will be able to create your username and password that you will use to log into the Vendor Self Service (VSS) portal.

Please do not reply to this email as this is system-automated and no replies will be received by the City. If you have questions, please contact the City of Los Angeles at [askVSS@lacity.org](mailto:askVSS@lacity.org). Please include your vendor code in the subject line.

Thank you,  
The City of Los Angeles



# Step 2: Receive Activation Code



- VSS page from email – vendor code in address bar

LOS ANGELES

LA VSS | Los Angeles Vendor Self Service

HOME QUICK TIPS CONTACT US VSS GUIDES REGISTER VSS VIDEO TUTORIALS

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If you are new to working with the City, or have not done business with the City for more than five years, click "New Registration" to create an account.

Username

Password

Login

Password Reset

Received an activation code? → Click Register to create your account.

Don't have an account? → Click Public Access to view business opportunities without logging in.

Already working with the City, but don't have a Login? → Click Request Activation for instructions on how to receive an activation code for your Vendor Self Service account.

Register

Public Access

Request Activation





# Step 2: Receive Activation Code



- One-time Activation Password from VSS Email

Welcome, New

[View Frequently Asked Questions](#)

## Account Verification.

Please enter the activation password provided to you by the City of Los Angeles

Vendor Verification Password :

---

**Account Administrator** Passwords are set by your Account Administrator. If you don't know the password, see the contact information below.

**Principal Contact :**

Email :

Phone :

---

**Additional Resources & Information:**

# Step 3: Create Your Account



## My User Information

Cancel Registration

Back

Next

Create your user ID here. **You will be assigned the role of Primary Account Administrator.**  
Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

### ▼ General Information

\*User ID (case sensitive) :   
(User ID should be between 8 and 16 characters in length)

\*First Name :

\*Last Name :

\*Email :

\*Re-enter Email :

\*Phone :  Ext. :   
XXX-XXX-XXXX

Fax :   
XXX-XXX-XXXX



Create your user ID and password

### ▼ Password

\*Password (case sensitive) :  (Passwords should be between 8 and 16 characters in length )

\*Re-enter Password :

\*Security Question :

\*Security Answer (case sensitive):

\*Re-enter Security Answer :

\* Indicates a required field

Additional Resources & Information:

Cancel Registration

Back

Next



# Step 3: Create Your Account



- Thank you Page
- Visit [lavss.lacity.org](http://lavss.lacity.org) to log-in your account

LOS ANGELES 311

LAVSS Los Angeles Vendor Self Service HOME QUICK TIPS CONTACT US VSS GUIDES

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**What can  
I do in  
VSS?**



# Review & Update Business Information



Account Information | Financial Transactions | Catalog Management

Summary | Business Info | Addresses & Contacts | Users

## Update My Business Information Page

Edit the fields below to request the change of your information, and click the 'Save Change' button to submit the request. A red star denotes a required field. This Screen reflects your latest submitted changes, please use the 'View Pending Changes' button on the main page to see a detailed list of your requests and whether they are awaiting submission, are being reviewed or have been approved or rejected.

### ► Organization Information

Organization Type : Company	Foreign Tax ID : <input type="text"/>
* Classification : <input type="text" value="4"/> <input type="button" value="Find"/>	National Provider ID : <input type="text"/>
Corporation	CAGE Code : <input type="text"/>
Location Name : <input type="text"/>	W-8 Form : <input type="text" value="v"/>
Location Web Address : <input type="text"/>	DUNS : <input type="text"/>
Number of Employees : <input type="text" value="v"/>	<i>9 digits (no dashes)</i>
Annual Income : <input type="text" value="v"/>	Extended DUNS : <input type="text"/>
	<i>4 digits (no dashes)</i>
	Internet Catalog : <input type="text"/>
	<i>Please include http:// or https://</i>
	Preferred Ordering Method : <input type="text" value="v"/>

### ► Legal Name Information

Legal Name on W-9 : <input type="text" value="AdminVendA-2"/>	Name on Check : <input type="text" value="v"/>
Alias/DBA (Business Name) : <input type="text"/>	



# Maintain Addresses



[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy](#)

Account Information | Financial Transactions | Catalog Management

Summary | Business Info | **Addresses & Contacts** | Users

**Changes to your Business & Address Info will be processed by VSS**

**You will receive confirmation emails once the changes are approved & applied**

## Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts

### Existing Address & C

Address ID	Address
AD001	Ordering
AD002	Payment

First Prev Next

**Subject: ADVMAIL: VSS changes approved**

Eileen test:

This correspondence is to notify you that the changes that were submitted to your Vendor account using the ADVANTAGE VSS system have been approved.

Please review the below information to verify that the new information reflected in the system is correct and accurate.

Annual Income: Old : New : 5 - 10 million  
 Number of Employees: Old : New : 251 - 500

The following comments from the approving party were included detailing additional information about your account:



# Add Additional Users From Your Organization



Account Information
Financial Transactions
Catalog Management

Summary
Business Info
Addresses & Contacts
Users

## Account Users

You control the level of access of other users in your organization

Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.

User ID	First Name	Last Name	Access Level	Account Status	
VSS Admin 1	VSS Admin 1	test	Account Administrator	Active	<a href="#">View/Modify</a> <a href="#">Delete</a>

First
Prev
Next
Last

Add a second administrator

Add



# Review Your Contracts & Orders



Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management

Agreements | Scheduled Payments | Checks/EFTs | Invoices

## Agreement Summary Search



Use the Reference button to see associated invoices, scheduled payments, and checks/EFTs

- Search** - To search for agreements, enter search criteria and click the 'Search' button. Use an asterisks (\*) to search a partial Agreement ID. If you have a number (i.e. C-123456), search by the last 6 digits with an asterisks on either side (\*123456\*).
- Agreement Results** - To sort agreement results, click a column heading. Note that contracts established prior to July 2017 will only list the amount open as of June 201
- Create New Invoice** - To create new invoices, select an agreement and click the 'Create New Invoice' button. Invoices may not be submitted against Contracts. If you a contract to select for invoice, select the agreement and click 'Details' to see more information, or click 'Reference' to identify the related Purchase Order.
- Details** - To view more details about an agreement, select an agreement from the results and click the 'Details' button.
- Download** - To download agreement results to a .CSV file, click the 'Download' button. The downloaded file has a 2,000 line limit.
- PDF** - To View, Save, or Print a PDF version of an agreement, select an agreement and click the 'PDF' button.
- Reference** - To view referenced agreement, scheduled payment and disbursement information for selected invoice, click the 'Reference' button.

Search for Agreements

Agreement Type:  Agreement Held?:  Transaction From:

Department:  Find Closed?:  Transaction To:

Agreement ID:



Review key amounts

Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
<input type="checkbox"/>	Contract	43	CO1284		07/01/2017	52,045.46	52,045.46	41,836.85	0.00	0.00	No	Yes



# Submit Invoices Online

## Input General Information



[Home](#) | [Help](#) | [Access](#)

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management

Agreements | **Scheduled Payments** | Checks/EFTs | Invoices

Agreement Reference section will display:

- Agreement Information
- Orders
- Scheduled Payments
- Disbursements

[Agreement Summary Search](#) > Agreement References

### Referenced Transactions by Contract

This page displays order and payment information related to the Contract selected. Click 'Details' to view a summary of related transaction.

#### ▼ Agreement Information

Agreement ID : MSA 43 CO1284  
 Encumbered Amount : 52,045.46  
 Date : 07/01/2017

[View Details](#)

#### Order

Agreement ID	PIN	Transaction Date	Contract Max	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?	
SC 43 MSACO171284		07/01/2017	52,045.46	52,045.46	41,836.85	0.00	10,208.61	No	No	<a href="#">Details</a>

[First](#) | [Prev](#) | [Next](#) | [Last](#)

#### Scheduled Payment

Invoice Number	Invoice Line No.	Invoice Received	Payment Request ID	Status	Scheduled	Amount
----------------	------------------	------------------	--------------------	--------	-----------	--------

[First](#) | [Prev](#) | [Next](#) | [Last](#)

#### Checks/EFTs

Invoice Number	Invoice Line No.	Invoice Received	Check/EFT Number	Payment ID	Status	Status Date	Amount	
JUN 2017 DV	1		000000300770681	AD 26 1800000009538	Paid	08/17/2017	41,836.85	<a href="#">Details</a>

[First](#) | [Prev](#) | [Next](#) | [Last](#)

# Submit Invoices Online

## Input General Information



[View Frequently Asked Questions](#)

**1** Header Information   **2** Line Information   **3** Comments & Attachments   **4** Invoice Summary

Account Information   Financial Transactions   Catalog Management

Agreements   Scheduled Payments   Checks/EFTs   Invoices

**1** Header Information   **2** Line Information   **3** Comments & Attachments   **4** Invoice Summary

**Header Information**

Vendor Name : Test Vendor 123  
Agreement ID : PO 02934023948

Vendor Invoice Number : INV1234567  
Invoice Amount : 1250.00  
Invoice Date : 06/09/2016

**Payment Address Information**

Address ID :  Find  
Street 1 : 123 West Main Street  
Street 2 :  
City : Los Angeles  
State/Province : CA  
Zip Code : 91108  
Country : US

**Contact Information**

Contact ID :  PC002 Find  
Contact Name : John Pollard  
Contact Phone : 123-456-7890  
Contact Phone Ext. :  
Contact Email :

**Discount Information**

Make No Changes to Discounts Inferred for this Invoice.  Make Changes to Discounts for this Invoice.  Apply No Discount for this Invoice

Number of Days : 20 Discount Percent : 15.0000 Number of Days :  20 Discount Percent :  15.0000

Cancel Invoice   Go To Next Step

Cancel Invoice   Go To Next Step

Input invoice numbers

Select the payment address & contact

Manage discount terms (if applicable)

# Submit Invoices Online

## Select Lines From Your Contract



**1** Header Information   **2** Line Information   **3** Comments & Attachments   **4** Invoice Summary

Select All Invoice Lines   UnSelect All Invoice Lines   Cancel Invoice   Previous   Go To Next Step

Line No	Description	Information for New Invoice	Information From Agreement	Comments (Optional)
1 <input checked="" type="checkbox"/>	srpt: 00 dept: 26	Service From : 02/01/2016 Service To : 02/01/2017 <b>Line Amount : \$300.00</b>	Service From : 02/01/2016 Service To : 02/01/2017 Line Amount : \$300.00 Ref Line Number : 1	

Select All Invoice Lines   UnSelect All Invoice Lines   Cancel Invoice   Previous   Go To Next Step



Easily select the lines from the order that you want to invoice

# Submit Invoices Online

## Provide Attachments and Comments



Account Information | Financial Transactions | Catalog Management

Agreements | Scheduled Payments | Checks/EFTs | Invoices

1 Header Information | 2 Line Information | 3 Comments & Attachments | 4 Invoice Summary

**Attach Your Files (Optional)**  
If you have files that you want to include as part of your invoice, click the 'Attach Files' button

Attach Files

**Manage Your Attachments**  
The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (✕) next to the item you wish to delete.

	File Name	Date	User ID	Proprietary Flag
✓ ✕	<a href="#">Freight Bill - Shipment1.docx</a>	2/3/17	IST04TEST	Standard
✕	<a href="#">Freight Bill - Shipment2.docx</a>	2/3/17	IST04TEST	Standard

First Prev Next Last

Comments : This is a full invoice for goods delivered 02/2017

Cancel Invoice | Previous | Go To Next Step

Upload attachments that will remain stored with your invoice

	File Name	Date	User ID	Proprietary Flag
✓ ✕	<a href="#">Freight Bill - Shipment1.docx</a>	2/3/17	IST04TEST	Standard
✕	<a href="#">Freight Bill - Shipment2.docx</a>	2/3/17	IST04TEST	Standard

Enter comments & notes

# Submit Invoices Online

## Review & Submit



Account Information | Financial Transactions | Catalog Management

Agreements | Scheduled Payments | Checks/EFTs | Invoices

1 Header Information | 2 Line Information | 3 Comments & Attachments | 4 Invoice Summary

Cancel Invoice Previous Submit Invoice

**Header Information**

Vendor Name : Test Vendor 123 Vendor Invoice Number : INV1234567  
Agreement ID : PO 02934023948 Invoice Date : 06/09/2016  
Total Invoice Amount : 21.80 Comments : This is a full invoice for goods delivered 01/30/2017

**Payment Address Information**

Street 1 : 123 West Main Street  
Street 2 :  
City : Los Angeles  
State/Province : CA  
Zip Code : 91108  
Country : US

**Contact Information**

Contact Name : John Pollard  
Contact Phone : 123-456-7890  
Contact Phone Ext. :  
Contact Email :

**Discount Information**

Number of Days : 20 Discount Percent : 15.0000

Commodity Line	Description	Quantity	Unit	Unit Price	Service From	Service To	Total Line Amount	Comments (Optional)
1	INVALID COMMODITY	4.00000	EA	\$5.00			\$21.80	

File Name Proprietary Flag

Cancel Invoice Previous Submit Invoice



# Check On Your Scheduled Payments



Use the buttons at the bottom to download the information, see more details, or check what the payment is in reference to.

Account Information | Financial Transactions | Catalog Management

Agreements | **Scheduled Payments** | Checks/EFTs | Invoices

## Scheduled Payment Search

- Search - To search for scheduled payments for your invoices, enter search criteria and click the 'Search' button.
- Scheduled Payment Results - To sort scheduled payment results, click a column heading.
- Details - To view more details about a scheduled payment, select a payment from the results and then click the 'Details' button.
- References - To view referenced agreements information select a scheduled payment and click the 'Reference' button.
- Download - To download search results to a CSV file, click the 'Download' button. The downloaded file has a 2,000 line limit.

### Search for Scheduled Payments

Invoice Number :

Payment Scheduled From :

Department :

Payment Scheduled To :

Payment Status :

Select	Invoice Number	Invoice Received	Department	Payment Request ID	Payment Status	Scheduled	Amount
<input type="checkbox"/>	WP002		40	PRM 40 170000000012	Cancelled		250.16
<input type="checkbox"/>	1700067		40	PRM 40 170000000040	Held		229.50
<input type="checkbox"/>	1700072		40	PRM 40 170000000045	Held		229.50
<input type="checkbox"/>	LDF2		40	PRM 40 170000000008	Cancelled		250.16
<input type="checkbox"/>	1700069		40	PRM 40 170000000042	Cancelled		229.50
<input type="checkbox"/>	1700064		40	PRM 40 170000000037	Cancelled		229.50
<input type="checkbox"/>	1700074		40	PRM 40 170000000047	Cancelled		229.50
<input type="checkbox"/>	1700062		40	PRM 40 170000000035	Held		229.50
<input type="checkbox"/>	17000133		40	PRM 40 170000000105	Scheduled	02/06/2017	459.00



# View Information on Issued Payments

Account Information | **Financial Transactions** | Catalog Management

Agreements | **Scheduled Payments** | Checks/EFTs | Invoices

## Check/EFT Summary Search

- Search** - To search for Checks/EFTs, enter search criteria and click the 'Search' button.
- Results** - To sort results, click a column heading.
- Details** - To view more details about a payment, select a payment from the results and then click the 'Details' button.
- PDF** - To View, Save, or Print a PDF version of an payment, select a payment and click the 'PDF' button.
- References** - To view referenced agreement and scheduled payment information for selected Payment, and click the 'Reference' button.
- Download** - To download the search results to a CSV file, click the 'Download' button, and the downloaded file has a 2,000 line limit.

**Search for Checks/EFTs**

Check/EFT Number :       Payment From : 6/1/2006

Check/EFT Status :        Payment To :

Select	Status Date	Check/EFT Number	Payment ID	Check/EFT Status	Amount
<input checked="" type="checkbox"/>	10/28/2016	0300694439	AD 26 170000020335	Disbursed	250.16



Easily find check numbers & issue dates



# Track Invoice Processing

**Account Information** | **Financial Transactions** | **Catalog Management**

**Agreements** | **Scheduled Payments** | **Checks/EFTs** | **Invoices**

Invoice Results - To sort invoice results, click a column heading.  
 Create New Invoice - To create new invoices, click the 'Create New Invoice' button to navigate to the Agreement Summary Search page to select an Agreement to be invoiced  
 Details - Select an invoice from the invoice results and click the 'Details' button.  
 Download - To download invoice results to a CSV file, click 'Download' button. The downloaded file has a 2,000 line limit.  
 PDF - To View, Save, or Print a PDF version of an invoice, select an invoice and click the 'PDF' button.  
 Reference - To view referenced agreement, scheduled payment and disbursement information for selected invoice, click the 'Reference' button.

**Search for Invoices**

Invoice Number :  Fully Paid? :  Invoice From :   
 Total Invoice Amount :  Invoice To :   
 Invoice Status :   
 Agreement ID :

View if your invoice has been approved or scheduled for payment

Use the reference tab to see pending or issued payments for your invoice

Select	Invoice Number	Invoice Date	Total Invoice Amount	Invoice Status	Total By Invoice Status	Invoice Transaction ID	Scheduled	Paid Amount	Fully Paid?
<input type="checkbox"/>	170000133	01/17/2017	\$459.00	Payment Scheduled	\$459.00	IN 40 1700000000133	02/06/2017		No
<input type="checkbox"/>	17000031	10/18/2016	\$918.00	Approved	\$918.00	IN 40 1700000000031			No
<input type="checkbox"/>	1700062	11/04/2016	\$229.50	Payment Held	\$229.50	IN 40 1700000000062			No
<input type="checkbox"/>	1700067	11/04/2016	\$229.50	Payment Held	\$229.50	IN 40 1700000000067			No
<input type="checkbox"/>	1700072	11/04/2016	\$229.50	Payment Held	\$229.50	IN 40 1700000000072			No
<input type="checkbox"/>	170078	11/04/2016	\$350.00	Cancelled	\$350.00	IN 40 1700000000078		\$0.00	No
<input type="checkbox"/>	BETH1	10/18/2016	\$1,147.50	Approved	\$1,147.50	IN 40 1700000000006			No
<input type="checkbox"/>	BETH2	10/18/2016	\$918.00	Approved	\$918.00	IN 40 1700000000010			No
<input type="checkbox"/>	BETH4	10/18/2016	\$1,197.50	Approved	\$1,197.50	IN 40 1700000000021			No
<input type="checkbox"/>	BETH5	10/18/2016	\$1,097.50	Approved	\$1,097.50	IN 40 1700000000022			No



# VSS Recap



- Visit <https://lavss.lacity.org>

- Search Your Organization

- Click on “VSS GUIDES”
- Click “Contact the City for an Activation Code” link
- Request Activation Code

- Activation Email from VSS

- Click on the provided link within the email
- Enter the one time password from the email

- Create Your Account for VSS

- Review and update your organization information
- Add/assign user
- Submit/track invoices online



**Questions / Comments?**